

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOJ0069913  
POSITION NO: 202214  
POSITION TITLE: Attorney

DATE POSTED: 04/06/15  
CLOSING DATE: OUF

|                                   |  |                                  |                                  |
|-----------------------------------|--|----------------------------------|----------------------------------|
| DEPARTMENT NAME / WORKSITE:       | <u>DOJ - Office of the Attorney General - Litigation &amp; Employment Unit - Window Rock, AZ</u> |                                  |                                  |
| WORK DAYS: <u>Monday - Friday</u> | REGULAR FULL TIME: <input checked="" type="checkbox"/>   | GRADE/STEP: <u>AC68A - AC68F</u> |                                  |
| WORK HOURS: <u>8am - 5pm</u>      | PART TIME: <input type="checkbox"/>  | NO. OF HRS./WK.: _____           | \$ (DOE) PER ANNUM               |
|                                   | SEASONAL: <input type="checkbox"/>   | DURATION : _____                 | \$ (DOE) PER HOUR                |
|                                   | TEMPORARY: <input type="checkbox"/>  |                                  | <b>DEPENDENT ON EXPERIENCE</b>   |
|                                   |  |                                  | <b>\$65,249.60 - \$75,670.40</b> |

**DUTIES AND RESPONSIBILITIES:**

Legal work related to federal, Navajo Nation, state courts and administrative tribunal representation of the Navajo Nation Government, as assigned by the Assistant Attorney General of the Litigation and Employment Unit or the Office of the Attorney General (Attorney General, Deputy Attorney General), including legal research, pleading drafting, and settlement negotiation for litigation-centered unit of the Navajo Department of Justice, Also, review of proposed disciplinary actions by Navajo Nation government programs for compliance with Navajo Nation Personnel Policies Manual and Navajo Preference in Employment act. Also, drafting of proposed Navajo Nation legislation, regulations, and policies for labor and employment or other matters.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- Juris Doctorate.
- Current admission in any state bar with the intention of seeking and securing admission to the Navajo Nation Bar Association and either the Arizona, New Mexico or Utah State Bar within one (1) year of date of hire.

**Preferred Qualifications:**

- Current admission in the Navajo Nation Bar Association and the Arizona, New Mexico or Utah State Bar.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of federal, state and tribal laws affecting the Navajo Nation Litigation/Employment Law and Navajo Preference in Employment Act; federal Indian law; legal research methods and techniques methods and techniques. Must have skills in analyzing and organization facts; evidence and precedent; in preparing and presenting legal opinions; in presenting material and develop and appropriate argument or defense; in verbal and written communication; skill in stablishing and maintaining effective working relationships

**<<A favorable background investigation is required>>**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**